

# THE AUSTRALIAN LIBRARY JOURNAL

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Vol. 2, No 3.

Quarterly

July, 1953

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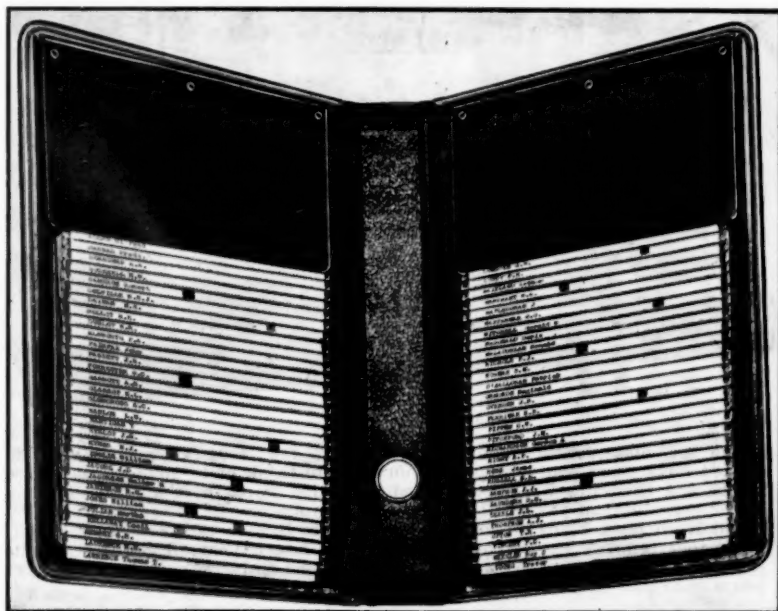
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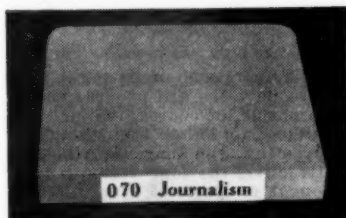
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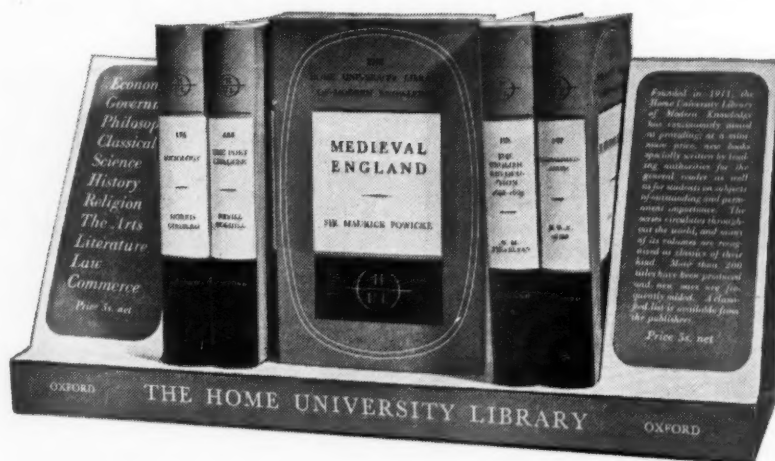


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## Television and the Public Library

By G. D. RICHARDSON, M.A.,  
*Public Library of New South Wales.*

We must live in our own time and for good or ill television must eventually reach Australia. It will bring with it problems for librarians no less than for parents but while the existence of problems is undisputed there appears to be little agreement upon their solution or even upon their nature. Such surveys of TV and libraries as have been reported are barely adequate from their structure or the size of the sample to do more than indicate probable trends. But the attitude of the librarian and the book lover is clear enough.

For of all your snobs the book snob is the greatest. The book has become the emblazonment of culture and few dare question the article of cultural faith that a love of books is an end in itself: that reading may stand unquestioned on its own merits and that any influence, therefore, that tends to its detracting is necessarily an evil to be striven against and tolerated only when it cannot be subjugated. So firmly settled is this belief that it colours the outlook of nearly all who have pretensions to education; and it seems sure that TV is just such an influence and that librarians and others are reacting to it in the traditional way.

The available evidence is enough to indicate that in areas where it is well established TV really has affected the book circulation of public libraries, but the weakness in the evidence may be noted. Questions on the subject have been asked of librarians and of those patrons of libraries who continued to use their library, but the method is, of course, largely subjective. People commonly lack candour in admitting a decline in their reading and the librarians lack sufficient data. Nor can adequate account be taken of other factors which tend to diminish reading: full employment and high wages, for example, the post-war diffusion of the motor car, a decline in the number of returned soldier students, besides

local and temporary factors like a coal or transport strike, all help to reduce a library's circulation figures.

Nevertheless, the trend seems definite towards a TV inspired change in family activities in the direction of increased sociability.<sup>(11)</sup> TV keeps people at home<sup>(2) (13)</sup> and even five years ago it was concluded with some show of reason that its "time-displacing effect upon leisure time activities" had already become significant.<sup>(11)</sup> Later surveys support this conclusion<sup>(6) (13)</sup> and reading suffers no less than sport and other leisure activities.

Generally, the pattern is that the family's volume of reading diminishes immediately after the acquisition of a television set. After about six months, as the novelty wears off, the amount of reading for most people returns to approximately its previous level and a few people claim to read even more than before. But a large minority never regains its previous level although, curiously enough, there is some evidence that the less educated are less affected than those of higher educational attainment<sup>(11)</sup> and that children return to normal sooner than adults.<sup>(6)</sup>

Of a sample of 5,657 people in all states of the United States only 23% in TV homes read books during the test period as against 32% in other homes, and the daily reading time was 77 minutes as against 94 minutes. Magazine reading dropped from 69% of people without TV to 60% with TV. In libraries in the Detroit area 40% of patrons were found to be reading less after acquiring TV, 53.8% claimed to be reading the same amount, and 6.2% said that they were reading more; nearly half never returned to their original volume of reading.<sup>(12)</sup> Most people, however, said that TV had not altered their kind of reading although elsewhere a small percentage claimed that it had;<sup>(6)</sup> which is scarcely surprising since one may well

expect TV to alter interests to some degree and create or stimulate wider interests: "Look at all the girls who are just wild about wrestling now!"<sup>(13)</sup> The figures vary somewhat from case to case but the adverse effect of TV upon the reading of newspapers, magazines and books in ascending order of magnitude, and consequently upon the use of the public library, appears unmistakable.

On the other hand there is some evidence that TV stimulates certain reading, particularly of books which have been dramatized and of books on subjects for which TV has whetted an appetite for more information.<sup>(4)(6)</sup> This seems to apply especially to children, and librarians have already sought to profit from that fact. New Orleans Public Library, for instance, has had for over two years a regular weekly TV session, "Teen Age Book Review", partly dramatized by adolescents themselves, with an estimated audience of 40,000.<sup>(8)</sup> One educator maintains, too, that his students use the library to prepare for TV broadcasts which, being visual, require more careful preparation than wireless broadcasts,<sup>(7)</sup> but obviously the number that uses the library for this purpose must be relatively minute.

Clearly the problem of the TV-library relationship has not been fully thought out and meanwhile, naturally enough, the librarian seeks to minimize the adverse effect of TV upon the use of books. Various ways of making the TV lion lie down with the library lamb have been suggested or attempted.

TV sets in the library have been advocated<sup>(9)(4)</sup> to attract visitors, particularly children, with appropriate and well publicized programmes, on the ground that TV will bring in people who may then, as it were, be plucked for the circulation pot. This plan is rationalized to some extent by the argument that TV, like books, is too dear for many people and therefore the TV set "as an added amenity for readers in public libraries is justifiable expense".<sup>(9)</sup> But this enters the debatable land; how far are librarians, by definition trained and

practised in the book, justified in extending their activities beyond the book? It is true that many or most public libraries dispense films, records, and even pictures, but TV is different in kind. In any case, this trend borders perilously on a retrogression to the old type of combination of public library, museum and art gallery, where the library struggled for recognition and support amongst powerful rivals; and if that is the extreme case, the tendency is nevertheless for the public library to cease to be strictly a library or even mainly a library and become merely part of a recreational centre with a cultural and educational flavour. TV would certainly accelerate the trend: which may be a desirable sociological development, although it has certainly not been deliberately planned with foreseen results.

Again, librarians suggest that TV should be used for library publicity, as in fact wireless is used. But this has the obvious limitations of cost, if broadcasting time has to be bought, and a battle for a place in the sun if it has not. TV, too, requires a higher standard of performance than wireless broadcasting, and amateur publicity shows are therefore less effective. A common view is that TV should "put more emphasis on the value of recreational reading and televise material taken from books".<sup>(4)</sup> As at New Orleans, attempts of this kind have been made with broadcasts in connexion with and in addition to story-hour programmes for children. The library can, of course, profit to some extent by following up broadcasts with appropriate displays and by encouraging the borrowing of books on subjects in which current TV programmes have created interest.

It is held, too, and no doubt rightly, that TV can be useful in training librarians if the right programmes are broadcast,<sup>(9)</sup> but this applies to most professions and it is more than doubtful whether the right programmes could ever be broadcast enough to produce an effect not more readily secured by documentary films and other means.

All these proposals for diminishing the effect of TV upon the library, although perhaps desirable and even inevitable in a transition stage, are nevertheless purely

empirical and begotten of expediency. They are, of course, the logical outcome of the view that "books and the leisure to read them are a symbol of civilization itself",<sup>(1)</sup> although what is true of the present and the past may not hold good for the future. For in spite of its centuries of supremacy it is by no means certain that the book is the optimum vehicle of culture; nor has it yet been shown that the substitution of TV for recreational reading is culturally retrograde.

The book had in fact barely arrived as the medium of mass communication, with cheap reprints, the shilling novelette, the public library, and nearly universal literacy in the western world, than new media were developed which made minatory gestures at it. But the moving picture and the wireless, which both in their time were considered a threat to reading, have reached what may well be their zenith without materially diminishing reading or undermining the library as the centre of recorded information and the reservoir of the written word for pleasure and profit. One goes to the pictures for entertainment, but the cinema has not yet appreciably invaded the home; the wireless may frequently be listened to whilst the hearer is otherwise occupied. But the visual nature of TV, its accessibility, like that of the book, in the home, gives it a power which is denied to the other two; and it has this also in common with the book that it demands almost undivided attention, though its message may be absorbed with greater ease, with less concentration of the faculties than the book requires. Thus TV and reading seem to be in more direct competition than even TV and wireless. But the potentialities of TV in 1953 are scarcely more readily discernible than were those of the book in 1453.

TV is not the prerogative of the wealthy. As the *New Statesman*<sup>(10)</sup> has emphasized, the conception of TV as the "plaything of the stockbrokers of suburbia" is no longer valid. Well over half the viewers in Britain are "lower class"; and in the United States, while it was found that the first to acquire TV were the professional and proprietor

groups, the semi-skilled and unskilled group followed quickly upon them.<sup>(11)</sup> Even families on relief frequently had TV sets.<sup>(4)</sup> These groups correspond fairly closely to the college educated on the one hand and the high school and grammar school educated on the other, and although the correlation between education and occupation may differ in Australia the general picture in this country will no doubt be similar. TV within a fairly short time reaches all and sundry who are within range of a broadcasting station.

It is common ground that democracy depends for its life upon an informed community. Books, from their physical form, are the most continuously accessible of all mass communication media, and books in public libraries are the only free medium. The television broadcast, however appealing, is temporary and transitory where the book provides the permanent record for reference and revision, that community memory inseparable from civilization. It is difficult to see how the book or something closely akin to it can ever be wholly supplanted for that purpose; the reference library, the learned and the special library, must endure if only as the repository of Lamb's *biblia a-biblia*, books which are no books. TV can affect them little, for you cannot turn back to last night's broadcast to verify a point or determine a fact. But the recreational function of the public library, and even some of its educational and cultural work, may not escape so lightly. There is indeed some slight evidence already<sup>(8)</sup> that purely recreational reading rather than "professional reading" is being supplanted by TV, and that to the extent that TV stimulates reading it stimulates the more serious type of reading. The possibility is that over the years the recreational side of the library may atrophy in direct ratio to the diffusion of TV, leaving the other and more vital function of information and research more clearly defined and even more the source of nourishment for the mind as the demand for the western, the thriller and the romance, declines. It is within possibility that civilization will reach a time when the only casual reading matter is the newspaper or the tabloid.

The prophets of thirty years ago<sup>(a)</sup> saw the decline of the printed book and its influence upon civilization in the rise of wireless. They were wrong. TV must be a greater influence still, but so far there is little sign that the book accessible to all will disappear or even in all that is best diminish in power, or in need. Some change in the pattern there must be, although at present we can but deduce probabilities from inadequate evidence. No comprehensive examination of the relationship between TV and libraries has yet been made and it is doubtful whether such an examination would in any case have much effect on developments; public taste, the natural genius of the community, not governments, will dictate what TV does to the library. But it would be rash to assume that a partial supplanting of the book by

TV is necessarily against the interests of mankind. TV may prove to be as great an influence and of as great value as the printed book, whether or not it discourages reading and reduces the circulation figures of the public library as we know it.

<sup>(a)</sup> Illinois Libraries 33: 393-6, Nov. 1951.

<sup>(b)</sup> Jour. Applied Psych. 32: 550-8, Oct. 1948.

<sup>(c)</sup> Lib. Jour. 76: 348-50, 15 Feb. 1951.

<sup>(d)</sup> Lib. Jour. 76: 567-73, 1 Apr. 1951.

<sup>(e)</sup> Lib. Jour. 76: 1186-7, Aug. 1951.

<sup>(f)</sup> Lib. Jour. 77: 305-6, 15 Feb. 1952.

<sup>(g)</sup> Lib. Jour. 77: 1781-2, 15 Oct. 1952.

<sup>(h)</sup> Lib. Jour. 78: 128-30, 15 Jan. 1953.

<sup>(i)</sup> Lib. World 52: 34-5, Sept. 1949.

<sup>(j)</sup> New Statesman 43: 367-8, 395-6, 29 Mar.-5 Apr. 1952.

<sup>(k)</sup> Public Opinion Qrly. 13: 222-34, 1949.

<sup>(l)</sup> Pubrs' Weekly 159: 1707-9, 1772-3, 21-28 Apr. 1951.

<sup>(m)</sup> Wilson Lib. Bull. 26: 327, Dec. 1951.

## Latest Recent Advances in Current Developmental Trends

By EUPHEMIA Z. WOODIWISS, Ph.D.

*Library Consultant, Prof. of Alternate Alphabets (Letters A to E Only).*

Have you ever been considered a responsible person and been invited to organize a library and lay down, for the layman, basic plans? This could happen to you. Therefore I advise you to study the ensuing notes for the occasion when you are asked for a professional opinion. I give you this advice freely, in the hope that your organizational paths will be smooth but not slippery.

Firstly required is a large building, preferably a disused wash-house or potting shed no longer needed by a city council; or perhaps a dressing room discarded by some local run-down cricket club. A new building designed as a library by a qualified architect is definitely not done, as it removes the necessary spirit of invention and improvisation in the incoming librarian.

Care should be taken that the roof leaks only in places under which a bucket may be safely put; that the windows give the smallest possible light and that the book-

shelves are designed for the special convenience of readers with glandular disorders, such as pigmies, giants and other visiting circus personnel.

The library's site is of utmost importance and should be situated as far as is inconveniently possible from all public transport. One-room libraries will find they can best achieve this desired end by selecting a position in their building, up six flights of stairs, down the corridor to the right, turn left, cross the ramp, move slowly along the nearest parapet and then jump to the third left-hand window.

These sites should always be selected with appropriate landscape views in mind, such as morning sun rising over the gas-works and afternoon sun setting over the jam factory.

Closely following in importance is the selection of suitable persons to form the Board of Trustees, Library Council, Book



Committee or whatever other designation is considered appropriate to this most august body. Control of the library will be vested in these gentlemen. Note that control is *vested in* and not *given to* the Trustees and therefore it is most desirable to become a Trustee.

They are of various sorts:

- Ordinary Trustees
- Extraordinary Trustees
- Elected Trustees
- Selected Trustees
- Present Trustees
- Absent Trustees
- And Distrustees.

Their function is most important, though rather vague. Their work is mainly *thinking*, and consequently they cannot work very long hours. A special word should be said about Chairmen of Library Committees. He usually knows the name of the Principal Librarian and what is the address of the library. . . . It is most essential, therefore, to have a Chairman of a Library Committee.

Sooner or later it becomes necessary to appoint *Library Staff*.

If the Library is a Branch Library, then the officer who is considered to be the most unpromising and mentally retarded person in the main library is automatically selected.

If, however, new ground is being broken, the choice is wider, ranging from the Mayor's wife's second cousin's next-door neighbour's half-witted sister to the Managing Director's semi-invalid aunt. Occasionally a librarian is appointed.

If the library is really thoroughly organized, the quantity of the staff personnel required presents no difficulties. Only in more primitive societies is it necessary to analyze the amount of work to be done, before any appointments are made.

A simple formula has been worked out. For every chief librarian, there must be two deputies. For two deputies, there should be four senior assistants. For four senior assistants there should be eight intermediate assistants. For eight intermediate assistants there should be sixteen junior assistants, and for sixteen junior assistants there should be thirty-two *very* junior assistants. This makes a small minimum of 63 persons.

Naturally three further appointments have to be made:

- (1) a cleaner,
- (2) a ratcatcher,
- (3) a person to attend to the reading needs of the public.

In selecting staff, a psychologist should always be called in for the appointment conference. He will take the applicant and place before him an Unfamiliar Paragraph of Prose. If the applicant can read it, he isn't blind. If he cannot read it, he is either blind or he cannot read, in either of which cases he will probably not be suitable. The psychologist should be appointed in his place.

The Chief Librarian has some things in common with Trustees, in so far as he or she is likewise paid to *think*. He should remember this always, though occasionally he should rest by reading a recently-published newspaper, as he must conserve his greatest asset.

Secondly, he is paid to organize. It is obvious that the outstanding characteristic of a good organizer is that he never does anything himself. He should delegate his work so perfectly that there is nothing left to do. The whole science of organization is getting someone else to do your work for you. If the Chief Librarian finds himself *doing* anything he must stop immediately and start *thinking*.

He must never forget that his salary is higher than that of his very junior assistant and that he is actually saving the Library's money if he has a special buzzer installed in his office, so that he can summon a very junior assistant when he wants his fountain pen filled.

The Chief Librarian's main task is to take Visiting Experts on tours of selected parts of the library building. The more skilful the Chief Librarian becomes, the more selective are the parts inspected by the Visiting Expert. As this takes much experience and practice, care should be taken that the Chief Librarian should have a supply of at least three Visiting Experts a week.

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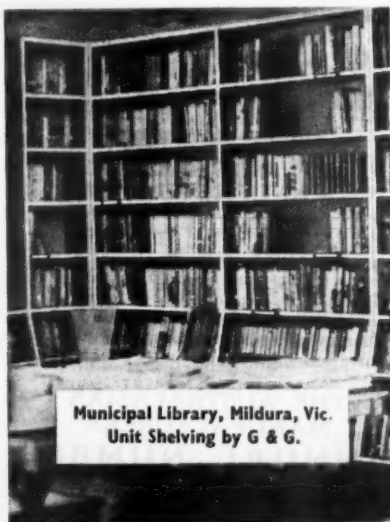
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in the library, so that he may write a report for the use of the library telling them what work they are carrying out.

The Deputy's duties are in the main:

- (a) To be pleasant but firm with people who wish to sell cold drinks and frankfurters in the vestibule.
- (b) To keep people away who wish to see the Chief Librarian.
- (c) To control (by beating regularly) the rest of the staff.
- (d) To take all the blame that cannot otherwise be disposed of.

A major part of the senior assistants' time is taken in calculating the approximate age and date of retirement of the Chief, the Deputy and other senior assistants. They also find work for the intermediate assistants. The intermediate assistants delegate this work, through the appropriate channels of junior assistants.

A major part of the junior assistants' day is taken in calculating the approximate time of their next holidays. They also find work for the very junior assistants. The very junior assistants do the work.

It is generally accepted that it is better to have gentlemen than ladies on the staff of the library, as ladies have a tendency either to leave the job or stay on, whereas gentlemen have a tendency either to depart from the job or to remain, which activity is regarded as preferable.

Ladies, however, are somewhat financially preferable and this may be said to outweigh their inadequacies of the intellect. It is also most necessary to have ladies on the staff to buy the biscuits, make the tea and wash up the cups.

However, not too many ladies are required for this task and the Chief Librarian should be wary of too many ladies. The very junior ladies have a tendency to be rather critical of traditional routine and the senior ladies often sleep after lunch.

The staff must be given a number of incentives. The first and foremost incentive is a salary. Salaries therefore should be paid regularly. The team spirit should

be encouraged. Jolly group games such as card alphabets and Hunt the Book should be organized daily. Another necessary incentive is profit-sharing. This should inspire even the very junior assistants to find new ways of levying fines, such as shortening the period of loan to ten minutes.

As variety is universally considered by advertising experts as a vital condiment, the hours during which the library is open should be changed without notice. This will guarantee that readers who visit the library at the odd hours will be surprised and will go away talking about the library, thus spreading its fame.

Time and motion studies should be made regularly of staff activities, though only of course of the junior and the very junior assistants. It would be interesting to record the comparative time taken by a junior and a very junior assistant to read the best hits of "Down and Out in London and Paris" before letting the Chief Librarian get his hands on it.

Juniors should be taught that if you do a thing the *right* way, it doesn't take as long as it might to do a thing the wrong way. It is not necessarily part of the experiment to discover whether the thing should be done at all. On the whole, time and motion studies prove that it takes longer to finish a thing than if you leave off in the middle.

The properly organized library should be mechanized. The most important piece of mechanization is a late model American car in which the Chief Librarian can take out Visiting Experts. Secondly, there should be handles on all the doors in the library, so they can be opened. Thirdly, there should be a refrigerator in the Chief Librarian's office for the convenience of Visiting Experts. Fourthly, there should be lifts in buildings over ten stories high. Fifthly, there should be two-way wrist-watches for the convenience of the Chief Librarian and the Visiting Experts.

Book trolleys should be designed and constructed and later books should be ordered to fit them. On the whole, book trolleys should have automatically removable tyres as it gives the very junior assis-

tants something to do putting the tyres back on again.

Automatically removable wheels are not a great success as the trolley usually falls over when they are automatically removed. Only very junior assistants should be allowed to push trolleys as they are very heavy and the more valuable senior assistants might strain themselves.

Pedometers should be attached to the ankles of all assistants to record how far they walk. Chief Librarians of enthusiasm will probably calculate that two pedometers could be attached to the ankles of the more shapely members of the junior female staff. All relevant and irrelevant statistical data thus compiled should be recorded in triplicate and put in the archives.

There will be many other gadgets which University-trained salesmen will come and sell to the Chief Librarian in early spring. These should all be purchased and kept until a use can be found for them. Librarians all know that no matter how expensive a thing is, it should never be thrown away.

Eventually when the Building, the Board, the Staff, the Gadgets and the Readers are ready, the next step in organizing a library is to think about books.

It is the Chief Librarian's task then to inform the Accountant that the best way to acquire books is by buying them. This the accountant will be reluctant to believe, but may eventually agree to a temporary loan from the "Coloured Seats for Public Parks" Fund.

The Librarian then has two approaches in delegating authority. Assistants can be sent to the bookshops to buy a shelf or two, or can sit down and tick away with their coloured pencils through a publisher's catalogue. Both systems are recommended as they both guarantee a large collection of books which will last the library for years as they are sure not to be read.

In selecting books, readers should always be asked for their suggestions. These should be written, when they are proper suggestions, by a junior with a legible hand on a large piece of paper. This paper can then be cut up and used for scrap paper.

When the books are received they should be marked off, marked on, marked in, marked out, marked up and marked down. A very junior assistant should then shake them to see that the pages are stuck in and examine the pictures to see whether they are interesting.

The books are then put in a sack and dragged up and down the front steps and finally to the cataloguing department. This activity is most important because the weak books will break and can be thrown away, thus saving the cataloguer's time.

A cataloguer is a person who, between reading books, makes concise notes on a  $5 \times 3$  card. Cataloguers consequently are very learned and are frequently classifiers.

Classifiers are people who think of a number, add two, divide by 3.7 and write it in the book. This guarantees a decimal answer.

If a new library wishes to establish a reputation, it is recommended to use the classification evolved over years of research by readers. The classification is as follows:

Heavy Books

Light Books

Nice Books

Lovely Books

Pretty Poor Books

Tough Books

Rough Books

Good Books

And Hotstuff-Whacko Books.

It should always be remembered that it is not strictly necessary to purchase books for a library at all, provided there is another library in telephone distance. Two libraries sharing the one set of books is called Inter-Library-Loan. The library borrowing books should always be careful that the Lending Library never finds out it hasn't any books of its own.

This summary, brief though it be, contains everything a young organizing progressive librarian should know. Not all the librarian knows should be told, of course. The latter is the most important rule of all and should have general application.

## A Successful Experiment in the Duplication of Catalogue Cards

By HARRISON BRYAN, B.A.,

*James Forsyth Librarian in the University of Queensland.*

**SUMMARY:** This report outlines the procedure for duplicating catalogue cards now in operation in the University of Queensland Library.

It is probably unnecessary in an article of this kind to spend much time debating the advantages of some form of mechanized card production over the tedious and time-consuming typing of cards; what is sadly needed, however, is a better understanding, based on experience, of the factors controlling the economy of such an undertaking. The principal factor is, of course, the minimum number of entries for a particular book that will render any production method economical. This article sets out a method found to be satisfactory on all grounds, including economy, in a library system requiring an average of only 6.5 entries per book.

I do not suggest that this number can immediately be regarded as a new yardstick for economy, since undoubtedly certain local conditions have been to our advantage in this particular case. I do think, however, that our experience at St. Lucia at least illustrates the need to regard with a certain measure of suspicion oft-repeated statements to the effect that card duplication, quite apart from producing a markedly inferior entry, requires a "considerable number" of entries per book before it can be regarded as an economic proposition.

At this point it is probably necessary to refer briefly to the circumstances of library provision within the University of Queensland, in order to understand why this Library should have a possibly more than average preoccupation with the details of library routine, especially with any possible methods of speeding up and improving book processing. Of all University libraries in Australia, none suffers more than the University of Queensland Library from decentralization of resources. This decen-

tralization has arisen as the inevitable consequence of similar centrifugal tendencies in the University as a whole. The University is now grouped about five separate centres within the boundaries of a city whose riverside location causes distances to be immensely aggravated in terms of travelling time. Moreover, several of these centres exhibit the inevitable tendency to sprawl that results from makeshift accommodation.

In terms of library service, this has resulted in a central library, which paradoxically is not at all central geographically, and a network of seventeen major satellite libraries and perhaps half a dozen minor service points.

A major important consequence of this and especially of the non-central position of the Main Library at St. Lucia, has been an increasing irritation on the part of teaching departments with the inevitable delays of central processing. It has also meant that large sections of the teaching staff are still not in close proximity to any really efficient library service.

Over the last four years continued and not unsuccessful attempts have been made to whittle down central delay to the minimum consonant with careful cataloguing. Staff have been built up to the maximum allowed either by the budget or by the brand new building, and one bottleneck after another has been eliminated by more careful organization of the processing pattern.

By mid-1952 it was clear that the last remaining major hold-up lay in the card typing section. The congestion in this department has been at the same time aggravated by a very liberal policy of distributing cards to the teaching departments, as well as to the departmental libraries themselves, again in an endeavour to lessen the feeling of isolation.



We found that, on the average, 6.5 entries were made for each book; for the public catalogue, a main entry, at least one subject entry and something less than one contributor added entry; for the official catalogue, a main entry; for the shelf list, one entry. This gave a minimum of five entries so far and applied only to donations to be housed in the Main Library. For books purchased for the Main Library at least one other card was needed, the particular teaching department responsible for the selection of each book receiving a main entry and other entries as required. For books passing to departmental libraries, cards were provided for local catalogues as well as the central catalogues, not always a full set of the basic four, but usually at least two, in addition to cards for selecting departments in particular instances.

A realization of this volume of card production, about 32,500 cards per year, coupled with a stimulating article in the *Library Association Record* (L.A.R. 54, 8, 259) led us to examine more closely the possibility of cutting the Gordian knot by some means of mechanical card reproduction.

Our first interest lay in the technique of using addressograph plates as outlined in the article referred to above, but, although this method had several advantages, for instance in allowing the use of normal card stock, and while, on a rough costing, it appeared to represent a reasonable saving, we decided not to proceed with it. We found it impossible to include a full entry even on a double-sized plate without abandoning our standard form of entry and card layout. Moreover, it had already become apparent that, if it were possible, a modification of the ordinary rotary duplication process would offer the immense advantage of allowing us to use existing equipment and so avoid heavy capital costs. From this point on it was merely a matter of finding the answer to a number of problems associated with ordinary duplication and this, thanks to the ingenuity of Mr. John Hanscomb, B.Sc., formerly in charge of the Orders and Accessions Department, we have managed to do. Let

us proceed then to some account of the more important of these problems and the answers which we found to them.

Firstly, with regard to the layout of the stencil, it was found that by very careful management it was just possible to fit eight entries onto each stencil. Unfortunately, this reduces the area available for typing and tends laterally to constrict the entry but, we decided, not sufficiently to make it worth while doubling the stencil bill by cutting only four entries to the stencil.

Secondly, in view of the narrowness of the stencil it proved necessary to run off one column of four entries at a time and a simple but efficient mask was made to prevent the other half of the stencil registering on the edge of the cards being printed from one column and from exuding ink onto the machine.

Thirdly, a more absorbent card had to be used to allow quick drying and the card had to be designed as a strip to obtain accurate registration. This was only effected by some sacrifice of stoutness in the card.

Fourthly, a pair of removable raised lips had to be fitted to the supply bin of the duplicator to ensure accurate feeding of card onto the drum.

With regard to the final decision to cut a unit card and type in added entry headings later, it did prove to be quite feasible to cut all the required headings one under the other on the stencil and, by masking them out one or two at a time in between turns of the duplicator, to run off all the entries for a particular book complete. However, we decided not to proceed with this since it complicated the task of the duplicator operator beyond what could reasonably be expected of a non-professional, as well as producing too many combinations of type and number of entries for the easy sorting of the roughs into stencil batches. It was responsible further for considerable card wastage and also resulted in entries with headings at considerably varying distances from the top of the cards.

As a result of continued experiment we have now evolved the following routine:

After careful checking against the books the cataloguers' roughs are sorted accord-



ing to the number of unit cards required for each book. The books themselves are immediately disposed of, being passed on by the cataloguers in one of three categories.

Firstly, for lettering and display, this applies to books destined for the Main Library and lacking dust jackets; secondly, for lettering and shelving, i.e. books destined for the Main Library and having dust jackets which are put aside for display; and, thirdly, for distribution to departmental libraries.

The roughs are taken by the typiste in batches of eight at a time, each batch from one of the piles arranged by number of unit cards required. Each batch is copied onto an ordinary stencil.

The stencils, each with its batch of roughs, are passed back to the cataloguers for checking and for the addition, by stylus, of any symbols not represented on the typewriter.

Once a week the stencils are run off on special ready-holed card strips, one card wide and four long. After printing, the strips are cut to card size on a twelve-inch hand guillotine and passed back with the appropriate roughs to the typiste for the addition of added entry headings and for the typing of any references traced on the roughs.

The typiste passes back to the cataloguers the complete set of entries, which is quickly checked for completeness and distributed among a series of specially modified sorting drawers for public catalogue, official catalogue, shelf-list and departmental catalogues.

The net result is that books usually arrive at departmental libraries the day after they are catalogued, depending on the vagaries of transport, the cards following them after the next regular duplication. If departmental librarians wish to hold the books until the cards arrive, they place them in a new books display for this period.

As to the economics of the scheme, a rough estimate shows that the introduction of card duplication has saved the library £250 per year, although, of course, this is not nearly as important as the fact that it has enabled the same staff to process more material more quickly.

Card duplication does involve an increase in stationery costs, card strips and stencils for an annual output of 40,000 entries (i.e. 6,000 titles of 6·5 entries per title plus an allowance for wastage) costing £66 as opposed to only about £15 for the card stock previously used. This is somewhat misleading, however, as our cards were still being supplied by the University Store from old stock. Forty thousand new cards at the present retail rate in Brisbane would cost £40.

A major economy, however, is effected in the typing staff, where one typiste can cut a week's stencils and add the appropriate extra headings in approximately 6·5 hours' typing time. Previously, two typistes were occupied for a total of 45 hours. An additional cost, of course, is the time spent in duplicating. For this we employ our junior assistant, whose wages are approximately the same as a typiste's. He devotes 3·5 hours to a normal week's stencilling and guillotining. The total saving then is 35 typiste hours per week, or each year, the salary of one typiste, less the extra cost for materials.

In actual fact, I have not suggested the immediate dismissal of one junior library assistant, rather has she become available at last for transfer to other understaffed departments. It is, for instance, no longer necessary for that exalted personage the University Librarian to stay back after hours lettering books! Not, of course, that it does any senior officer any harm to do that kind of thing, far from it—but that is another story.

We do not feel that we have come to the end of this development yet. For instance, I feel I have a case now for getting the best possible typewriter for stencil cutting and already we are experimenting with typewriters with different faces, especially one which allows considerably more lateral compression of the entry without loss of clarity. We may some day insist on having our own duplicator which we can modify permanently to suit this particular job; in the meantime we have been able to avoid that capital cost—which, by the way, could easily be carried, if necessary, by the saving on typing in the first year.

Already, however, we are feeling the benefit of the new procedure, not only in the major ways here outlined but in all sorts of minor ways. For example, in the matter of typing fatigue there is the avoidance of the deadly monotony of multi-entry typing. The cataloguers, too, have only to check one entry (i.e. the stencil) against typing errors instead of half a dozen, which errors are in any case much lessened by a combination of the more

leisurely typing rate and less monotonous typing.

The checking is also more thorough than before, since a particular cataloguer will hardly ever receive a stencil for checking which contains only her own work.

Might I reiterate that we do not feel that we know all about this business yet and would welcome suggestions. On the other hand, we would be only too glad to supply more details, sample cards and so on, to anyone interested.

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## The Use of Statistics in Special Libraries

By C. E. SMITH, B.A.,  
*Librarian, N.S.W. Education Department.*

To the inexperienced librarian statistics may appear to be unnecessary or even a waste of time. This article purports to show briefly that statistics are useful, easy to compile, and worth the time taken to compile them.

At the outset it should be mentioned for the sake of anyone frightened by the word "statistics" that library statistics are compiled by the simple method of counting, and not by the application of involved formulae or other advanced statistical methods. That is not to say that advanced statistical methods could not be used by librarians competent to do so; it merely means that normal library statistics can be compiled by any librarian without further training. It is hoped that the simplicity of library statistics will be revealed in this article.

### *Why Statistics?*

A statement by Hanson<sup>1</sup> will serve to introduce them. He says: "Statistics in a special library have four main uses: one, as a guide to policy; two, as a measure of the use made of the library; three, as a measure of the work done; and four, as a measure of the relative efficiencies of different internal systems."

The number of people who may use the library and how they use it, by post or personally, are considerations which affect

the size of the library and its layout. The relative strengths of various sections of the library, the number of people wanting the same book or wanting periodicals in preference to books or pamphlets, influence the purchasing policy. The amount of funds available in relation to the demand for services and in comparison with funds available in previous years or in other libraries is also important. If the policy of providing certain services is to be implemented, what provision must be made for staff, funds, room and equipment? "Each library is unique, and its policy must be determined by the particular circumstances in which it exists and by the special needs of its users. In so far as these circumstances and needs can be assessed objectively, the policy can be decided on a firm basis."<sup>2</sup>

Is the library being used much? Are all those entitled to use the library making sufficient use of it? The number of loans and reference enquiries, suitably analysed by class of library user, will answer these questions. If it is found that insufficient use is being made of the library, steps can be taken to promote the use.

"Management today expects results and demands statistical evidence of efficiency and accomplishment."<sup>3</sup> Statistical evidence of work done may be necessary to help

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justify the existence of the library, but it may also be put to good use by the librarian in other directions. It provides a guide to the time other work will take to do, and to the need for extra staff, and it shows seasonal variations that allow such things as staff holidays to be planned.

"Statistics . . . comprise objective, numerical evidence of library progress or regress, evidence on which the authority can judge the satisfactoriness or otherwise of the present position and evidence which will be useful in determining future policy. In practice statistics are used by astute librarians as ammunition; ammunition for getting the authority to provide more staff or more money for books, or a new building, or whatever it is the librarian thinks needful. Thus, though statistics do not contribute directly to service in the same way as do classification, or advising readers, or display work, indirectly they contribute a lot to the basis of all library progress—the continuous interest and financial support of the library authority."<sup>3</sup>

By way of illustration of this value of measuring work done, we have the case of the N.S.W. Education Department Library. By keeping an accurate count of loans per month, it was shown that from 1949 to 1953 there was an increase of approximately 1800%. This statistic was the factual backing in a request for staff.

From time to time it becomes necessary to consider replacing some system, such as in loan-charging, with a better one. Changing systems is necessarily expensive and time-consuming. It is often wise, therefore, to test the proposed new system first to see whether the change would be worth while. This can be done by measuring the time taken to do the same amount of work under each system. Provided the desired result is achieved by each, the quicker system is then to be preferred.

Perhaps sufficient has been said to indicate that special libraries can derive benefit from a judicious use of statistics. Shortage of space will not permit a complete exploration of possible uses, but one further point may be made. Statistics are not merely a responsibility to the management; they are a means of keeping the management interested in library affairs. Reports of

what the library is doing, supported by statistical evidence of work done, keep the management informed to the advantage of the librarian. Possibly special librarians have an advantage over other librarians in this respect, because the managements served by special librarians are usually scientists, either social or technical, who are themselves trained in statistics and therefore appreciative of statistical evidence of work done in their libraries.

#### *What are Library Statistics?*

Statistics by definition refer to numerical or quantitative facts. There are several things in special libraries that are capable of quantitative measurement, such as the number of accessions made, the number of cards entered in the catalogue, the number of loans issued, and the reference enquiries received. The period covered may be any definable period, such as a day, a month, or a year.

Possibly the first thing you might be asked about your library is how many books there are in it. This question can be embarrassing if you have taken over an existing collection and don't really know beyond an estimate of so many thousand volumes. Accession registers, if there are any, cannot tell you exactly because the running total in them does not take account of losses and withdrawals, and there may be wrong entries. Apparently the only way out is to count the actual volumes that constitute the library stock at the time and thereafter to keep a separate stock record that will show periodically the number of volumes in the library at the end of each period. Many libraries have an annual stock-take and/or recount after a few years.

Counting stock unfortunately presents many difficulties, the solution of which is by no means agreed upon. The main question is what should be counted—bibliographical or bound volumes? A bound volume may contain several bibliographical volumes—pamphlets, for instance. Then again a bibliographical volume may be bound in several parts—each volume of the *New York Times*, for instance, is bound in 24 parts. Unbound pamphlets are technically volumes; should they be counted? Should duplicates be counted? The method

of counting obviously makes a big difference to the total and variation in the method prevents accurate comparison between the holdings of different libraries. Downs<sup>1</sup> quotes Le Roy Merrett's researches that "demonstrated that the Cleveland Public Library, with 2,042,923 volumes, possessed only 507,621 titles. In contrast, Ohio State University Library held 330,927 titles, but only 496,806 volumes; the University of Nebraska held 330,000 volumes representing 210,267 titles; the Swarthmore College owned 118,750 volumes for 53,500 titles." Downs is one of the school that advocates counting by title (bibliographic volume). Although there are arguments for and against this method of counting, and even for another method of measuring library stock, that of measuring shelf-space occupied by the books, the method of counting by bound volume remains the most widely used.

Accession registers for books provide useful information of the number of books received during a given period, their source and price. This information can be extracted at any time and used for statistical purposes. But accession registers for periodicals do not as readily yield statistical information and pamphlets are not usually accessioned. Moreover, many libraries are fortunate enough not to have to keep accession registers for books. Separate records to show the number of accessions are, therefore, worth considering, at least for periodicals and pamphlets.

Such separate records of the number of accessions made are simple, consisting of a tally of accessions as they are made. The tally provides a total of the number of accessions made at the end of the day or other period. As each item is received a tally mark is made alongside the appropriate heading, or a running total kept. Tally marks are strokes conventionally crossed off in groups of five as entered to facilitate counting, thus ++++ ++++ |||. The crossing-out indicates five. Daily or weekly figures obtained in this way may be totalled at the end of the month, when they are ready for inclusion in the stock record or for such other uses as the librarian may require them.

Incidentally, for the benefit of anyone keeping an accession book, it might be mentioned that each volume of a serial bought already bound requires its own separate entry because of variation in price and source. If the accession book is being used for information of the number of volumes added to the library in a given period, separate entries may also be made for each volume of a periodical when bound.

Cards are also recorded over a period such as a day or a week by tallying or keeping a running total. The record may simply be of the number of cards added to the catalogue and the number withdrawn, or may be divided further to show (a) the number of new main cards, (b) other new cards, (c) altered new cards, (d) other altered cards.

If the number of cards in the catalogue to begin with is required it would be necessary to count the cards or to estimate their number. (There are about 100 first grade cards to the inch.)

Loans may be counted at the end of the day (or the first thing the day after) and the daily number of loans totalled at the end of the month. To permit counting, the cards have to be kept out until the end of the day and filed after counting. Renewals should be included. The composition of the loans can be analysed in several ways if desired, by class of borrower, section of classification, or purpose for which borrowed.

It is obviously difficult to measure reference work statistically, yet attempts to do so have been made and they show that it is possible.

The N.S.W. Department of Health Library keeps a record in a book of reference enquiries received and not answered immediately. The date of enquiry, name of enquirer, nature of enquiry and date answered are recorded. Counting reveals the number of enquiries each day and so a progressive, statistical record is obtained.

The U.S. Department of Agriculture Library keeps a more elaborate record. Miss Johnston<sup>2</sup> reports that reference enquiries are classed there by the enquirer to show how much work is done for departmental officers and how much for others. Then, enquirers are classed by the time



taken to answer them. The five classes they use are:

- (1) Requests for book or fact found at once.
- (2) Requests requiring a search of up to 30 minutes.
- (3) Requests requiring a prolonged search.
- (4) Requests requiring the compilation of a list of bibliographical references.
- (5) Requests referred to another department or source of information.

Statistics of reference enquiries raise the issue of evaluation of the library's reference work. Bauer<sup>2</sup> presents an interesting view. He says: "It is just as important to determine what is not being done that might be done . . . The adequacy of every special library can be determined from the number and nature of the requests that go unfilled." He recommends a study of unanswered requests and maintains that evaluation must be made by means of reports to the management, including the customary statistics for accessions, catalogue cards and loans, and providing a running account of the more important reference and research problems.

#### *Graphic Methods.*

"A visual representation often conveys more than words."<sup>1</sup> Practically any kind of statistical information can be expressed graphically. Tucker<sup>11</sup> states that the Seattle Public Library uses graphic methods to show general statistical and historical information, staff, book fund, circulation, borrowers, budget, comparisons with other libraries and other public services. Methods used are: line graphs, bar charts, pie charts, and combinations of these. Other methods are possible, e.g., rows of books to represent circulation, rows of men to represent borrowers. (The latter methods are obviously more suitable for display work than for reports to scientists.) Graphs might be used discriminately to emphasize some point and so are worth considering. Difficulties of reproduction will not permit illustration here, but anyone interested should refer to Tucker's informative article.

#### *Limitations of Statistics.*

No article on statistics would be complete without mention of the saying that there are liars, so-and-so liars, and statisticians. Distrust of statistics, which this saying implies, has two possible causes: (1) false data; (2) false conclusions drawn from statistics. On the first point it is only possible to say "Don't fake your statistics". The scientists you are working for will quickly detect any errors or improbabilities and will lose confidence in you if they do. On the second point advice is not so easy. Some people can draw the proper conclusions from statistics and others can't. Conclusions must be drawn carefully and in relation to other relevant information if they are going to be effective.

Statistics refer to quantity and not to quality, yet it is the quality of work in a special library that is the more important. Services provided by a special library have a cash value that cannot be fully analysed; one periodical issue out of a dozen circulated, for instance, may provide an idea worth thousands of pounds to the management, while the other eleven issues may scarcely be looked at. The quality of reference work is particularly important, yet is hardly assessed by such statistical measurement as reference work is capable of. Statistics are an aid to evaluation and are neither complete nor sufficient in themselves.

Compiling statistics takes time, so that the statistics compiled should be limited to those that are useful. It is possible to commence keeping statistics for purposes that lapse with time and still to keep them unnecessarily. The purposes for which statistics are required should be reviewed from time to time to save this happening. Occasional (random) sampling of the data is possible and is to be preferred where the data are fairly constant and full statistics are not necessary. It is argued here, however, that useful statistics generally take relatively little time to compile compared with the value obtained from them.

Variation in the methods of compiling statistics prevents accurate comparison between libraries. Methods should be uniform from one library to another if the best comparative use is going to be made.

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<sup>9</sup> Lyle, Guy R.: Counting Library Holdings (pp. 69-72 in *College and Research Libraries*, Vol. 11, No. 1, Jan., 1950).

<sup>10</sup> New South Wales—Public Library of New South Wales: A General Introduction to Library Practice. Sydney, The Library, 1943.

<sup>11</sup> Tucker, William P.: Libraries and Graphic Statistics (pp. 764-5 in *The Library Journal*, Vol. 60, Oct., 1935).

### Minute of an informal meeting on the subject of Statistics on Libraries and Book Production held at Unesco House during May, 1952

At an informal meeting of Messrs. P. Bourgeois, A. C. Brejcha-Vauthier, A. Moller, officers of the Statistical Sub-Committee of the International Association of Library Associations, and Mr. R. Hofman, of the Unesco Statistical Division, which took place at Unesco House during May 1952, the following understanding was reached:

(1) It is believed that library statistics are a useful instrument for the numerical evaluation of the capacity and effectiveness of librarian services to the public, the position of a library or a group in relation to the libraries of the whole country, and of conditions governing librarianship in one country in numerical relation to conditions elsewhere. Such statistics are a necessary complement to educational and other cultural statistics. More than 35 countries are

at present collecting data and preparing statistics.

(2) The main obstacles to the preparation of national library statistics are the manifold and independent library systems; the geographical dispersion of small libraries acquiring importance by their great numbers; the delicate character of administrative statistics on libraries which, however, is an item attracting considerable interest; the fixed budgets and overworked officers in libraries and their central organizations, who cannot take upon themselves the additional burden of collecting data and preparing statistics.

(3) The main obstacles to the preparation of international library statistics are again the manifold systems of libraries, which cannot be brought in line and compared with the different systems in other countries; a lack of agreement on definitions and limitations of scope in statistics from various countries on comparable library systems; the placing of emphasis on different aspects of librarianship in the various countries.

(4) Unesco will collect national library statistics from all available sources (following the scheme it applied to book production statistics) keeping their characteristics as unaltered as possible, and registering methodological data which sometimes accompany numerical tables. It will prepare a methodological review of these statistics and work out a draft of standards. The purpose of such a report will be to establish a common ground for work towards the improvement of national statistics, and to inform on libraries within the present limits of availability of data.

(5) The Sub-Committee will study the forthcoming Unesco report and co-operate on its improvement. The report will be issued as a preliminary study on library statistics and will be available to the I.F.L.A. Committee convened at Copenhagen in September, 1952.

(6) The Committee may wish to comment on the Unesco study and circulate it to all I.F.L.A. members with the request that each National Library Association co-operate with the International Federation

and with Unesco in preparing a statement on:

- (a) the need for library statistics on a national scale and the need for statistics on an international scale, and on the nature of library statistics aimed at meeting these needs;
  - (b) the usefulness, adequacy and feasibility of standards drafted in the Unesco study;
  - (c) standards as actually used in the country;
  - (d) organizational systems of libraries in their countries, supported by statistics for the last year for which they are available.
- (7) These statements, together with a summary to be prepared by Unesco, will be the basis for a joint I.F.L.A.-U.N.E.S.C.O. report to be submitted to the I.F.L.A. Congress in 1953 for study and drafting, in co-operation with the Unesco delegates, of final formulations of standards. The standards may be approved by the I.F.L.A. Congress and recommended to its members for application to national library statistics.

(8) The following points may help to overcome some of the obstacles to the preparation of library statistics:

- (a) limitation of scope. The statistics may concentrate on groups of libraries of primary interest,

mainly on general and specialized national libraries; university libraries attached to the institutions, i.e. excluding independently administered faculty libraries; centrally organized public libraries, or administratively decentralized libraries within special limitations considered in each country appropriate to adjust the work of data collection to available resources;

- (b) libraries with estimated holdings below a certain minimum or libraries in smaller communities may be systematically excluded from the international report;
- (c) the report on the static characteristics (number of libraries, estimated holdings) may be related to the movement (circulation, number of visitors) only to the extent indispensable for stating the approximate size of libraries which report the movement;
- (d) if the libraries or the pertinent government wished it, Unesco would not publish their administrative statistics concerning budget and staff; it may release the information only under certain conditions in clearing-house activities in answering requests from an appropriate agency.

### **A Glass of Sack on Shakespeare's Birthday**

This year Shakespeare's birthday coincided with the presence in Sydney of the Stratford Company, headed by Mr. Anthony Quayle and Miss Barbara Jefford, and Mr. Burbridge the present British Council representative in Australia, is a Governor of the Stratford Theatre. Opportunity was therefore taken to have a laying of wreaths on the Shakespeare Statue in front of the State Library and to have a conversazione in the Library's Shakespeare Tercentary Memorial Library and the adjacent East Room. Mr. Quayle addressed the gathering on the celebration of Shakespeare's birthday at Stratford and Shakespeare's health was drunk in genuine

Sherris-Sacke, supplied with special commemorative label by Leo Buring's.

### **An Index to The Australian Quarterly**

Some years ago, Mr. Bernie, now of the Commonwealth National Library and in London, compiled an index to the first ten years of *The Australian Quarterly*, whilst he was an officer of the Public Library of New South Wales. This was never duplicated for general distribution. It has now been extended into an index to the first twenty years, 1929-1949, by Miss Marjorie Barnard. This is about to be duplicated and will be available from the Australian Institute of Political Science, which publishes the *Quarterly*, 10 Elizabeth Street, Sydney, at one guinea a copy.

## Branches

### AUSTRALIAN CAPITAL TERRITORY

The Canberra libraries have had their ups and downs since the last branch news was sent in.

On April 11, Melbourne Building, in which Canberra University College and the Bureau of Mineral Resources were situated, caught on fire and these two places were seriously damaged. The College library fortunately was in a part of the building which was not burnt, but some of the books were spoilt by water and others which were on loan were destroyed. Professor Hope, who had a large literary collection, and Dr. Fleming lost most of their books. The whole College has now moved to new temporary quarters at Turner Hostel. The library now has new shelving and more space. The library of the Bureau of Mineral Resources suffered more severely. Almost the entire palaeontological library was destroyed and many of the publications of the Linnean Society of New South Wales were damaged by water. The pages of many books, whose illustrations were on art paper, have stuck together and the Librarian would be glad to hear of any way in which these could be separated harmlessly. This library is in the throes of being moved to Turner Hostel also.

The library course at the Commonwealth National Library began on March 9 and concluded on June 5. Miss Linley from the Queensland Parliamentary Library has recently joined the staff of the National Library. Miss H. Jones, who has been a member of the library for a number of years, is to marry Mr. John Hollinger on July 4 and will live in Kew, Melbourne. Congratulations are extended to Messrs. White, Key, Burmester and Miss Foley, who were honoured among the recipients of Coronation Medals.

Miss N. M. Miller, who is in charge of the library at the Bureau of Census and Statistics, has gained a fellowship in the

School of Librarianship at Chicago University and expects to leave Canberra on August 8. Our best wishes will go with her.

### NEW SOUTH WALES

Negotiations between the Branch Council and a committee of interested professional members in the Hunter Valley area concerning the establishment of a Regional Branch in the area have been going on throughout the year. Agreement has been reached on the area the Regional Branch will cover. It will be known as the Central Coast Regional Branch and will include members in the following shires: Gloucester, Gosford, Hastings, Kearsley, Lake Macquarie, Lower Hunter, Manning, Murrurundi, Muswellbrook, Patrick Plains, Port Stephens, Stroud, Upper Hunter, Wallarobba and Wyong. It is centred on the city of Newcastle.

Arrangements are now being made to take a vote of members in the area to obtain their consent to the establishment of the Regional Branch.

\* \* \* \*

Mr. C. E. Smith, Librarian at the Education Department and Secretary of the New South Wales Branch Section of the Special Libraries Section, has been appointed Assistant Secretary of the Branch.

\* \* \* \*

Library development in the State continues, two more Councils having decided to set up library services.

At Bankstown the Municipal Council which established a Children's Library in 1946 has decided to spend £24,000 on a new library building. Mr. Dick Butler, formerly a Library Board officer, has been appointed Librarian.

\* \* \* \*

Mr. W. L. Brown from Leeds via the Public Library of New South Wales, hopes to have the Sutherland Shire Council Library ready to open before the end of the

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**CANBERRA—A.C.T.**



year. Book purchasing has commenced and the books are being stored and processed at the Public Library while a house is being converted for use as a library.

\* \* \* \* \*

A Deniliquin grazier has offered £300 to pay the expenses of a girl from the Riverina district while she attends the Library School conducted by the Trustees of the Public Library. A selection committee has been appointed to consider applications.

### QUEENSLAND

On April 21, a general meeting was held at Gregory Court, headquarters of the Royal Geographical Society. Mr. S. G. Gunthorpe, Parliamentary Librarian, delivered an address on "The Library Scene in Tasmania", fitting his talk into our general series, "Libraries and the communities they serve", by prefacing it with a word picture of the State of Tasmania, its climate, its industries and its people.

The Discussion Group met on April 13, when Mr. Harrison Bryan gave a talk on "Seventeenth Century Bibliography", and on May 25, when Mr. R. Muir, Municipal Librarian, outlined the development of the Brisbane City Council Library service.

The Libraries Promotion Sub-Committee, consisting of Professor Ringrose, Messrs. Heap, Taylor and Muir, and the President (ex officio) has been active in seeking to extend free library services, and with this end in view has had recorded a five-minute radio talk on the value of the library in the community. On May 21 and 28 the talk, which was prepared by Mr. Heap, was broadcast in Cairns over Station 4CA and the disc is at present being routed in turn to Stations 4LG Longreach, 4BU Bundaberg, 4MB Maryborough, 4GY Gympie, and is to be played twice from each station.

The drive for membership has been continued. All Local Authorities have now been circularized, as a result of which Ipswich City Council, Dalby Town Council, Redcliffe Municipal Library and Laidley Shire Council have applied for corporate membership.

It is felt that members outside the metropolitan area are at a disadvantage in that it

is impossible for them to attend meetings, and so it is planned to forward to corporate members in particular roneoed copies of radio and other talks which bear upon their problems and which would interest them especially.

On June 13, Ingham Municipal Library, conducted by Hinchinbrook Shire Council, was opened, and on June 10 its Branch Library at Halifax, the first Branch Library to be opened by a Local Authority outside the metropolitan area. Ingham and Halifax are situated in a sugar area, where a particularly high proportion of the population is of Italian descent. For this reason, special stress has been laid on the children's section of each library. The Library Board of Queensland sent to Ingham first Miss Corinna Melville, officer-in-charge of the Teachers' Training College, and later Miss Christine Brown of the Public Library staff, to organize the libraries in preparation for the opening and to train the local librarian.

The library service provided by Eidsvold Shire Council, one of the smallest shires in the State in point of view of population, is unique in Queensland and probably in Australia. The Council possesses no books of its own, but acts as a distributing agent for the Library Board. Boxes of children's books, all lent to the Council by the Country Extension Service of the Public Library, are distributed to the one-teacher schools of the area by the Shire Clerk and his wife, who have the active co-operation of the teachers.

Miss J. M. MacKenzie has resigned from her position as Children's Librarian in Townsville, and has returned to her home in Tasmania. The Townsville City Council has called for applications for this position. The Council will be opening its new children's library shortly and is also proposing to re-model its adult library.

Miss Jean Siddins, B.A., has resigned from her position as librarian of the Thomas Thatcher Memorial Library at the University of Queensland, and will visit England shortly. She has been replaced by Miss Betty Truesdale, formerly of the Public Library staff.

### SOUTH AUSTRALIA

Four general meetings have been held since the last issue of the *Journal*. On March 19 a symposium designed to link up with the Nuriootpa Regional Library Promotion Project was presented. Mr. H. C. Brideson spoke on "Library Legislation", pointing out the differences between the Library Acts of Australia, with special reference to South Australia; Mr. W. G. Buick spoke on "The functions of different types of library boards"; and Miss Jean Whyte on "The part to be played by the L.A.A. in free library development". Mr. S. J. Skipper, board member of the Public Library of S.A. and of the Institutes Association, presented a paper on April 16 on "Libraries over 50 years" dealing with the various abortive attempts that have been made to bring the S.A. Institutes in line with free public libraries. On May 21, Mr. H. B. Muir, publisher, the Wakefield Press, spoke on the publishing business in all its aspects and relationships with authors, printers and booksellers. A film evening was held on June 18 and three films teaching the use of the library in schools and universities were discussed.

The newly-formed Library Promotion Sub-committee consisting of Miss Cynthia Paltridge (Convener), Miss M. Sorrell (Minute Secretary), Miss J. Whyte, Mr. G. Farmer, Mr. L. Ryan, Mrs. W. G. Buick, Miss V. C. Searle and Mr. W. G. Buick, is at present drawing up a pamphlet designed to introduce district and urban councils, Members of Parliament and the public to the necessity for free libraries in S.A., how to go about getting them, how they should be run, and costs, equipment and staff related to different communities both city and country, with emphasis on the fact that rural districts in S.A. will have to be run on a regional basis to be successful.

A meeting of members interested in the Special Libraries section appointed Miss Valda Searle of *The News Library*, convener for the State, and Mr. Sterling Casson of the Adelaide Chemical & Fertilizer Co., as secretary.

### TASMANIA

The April meeting of the Tasmanian Branch took the form of a film evening. The following films were screened: "Making a Book", "Library on Wheels", "The Road to Books", and "Help Yourself". The films were introduced by Mr. H. V. Bonny and discussion was opened by Mr. A. E. Browning. Members were particularly impressed by the Swedish film "The Road to Books" and our thanks are due to the Honorary General Secretary for recommending these films and arranging for their loan to this Branch.

At the May meeting the President, Mr. D. H. Borchardt, welcomed members to the Science Library of the University of Tasmania, and a paper on "The Uses of Photography in the Library" was read by Mr. T. S. McMahon of the University Photographic Department. Mr. McMahon outlined the history and technical development of photography and described the application of various photographic methods in library work.

The June meeting consisted of a symposium on library work by Miss M. Clippingdale ("University Library"), Miss E. Masterman ("Parliamentary Library"), Miss M. Pitt ("Periodicals"), Mr. W. F. Fitzgerald ("Municipal Libraries"), and Mr. A. L. Rennison ("Electrolytic Zinc Library"). These papers drew the attention of members to some of the aspects of library work being conducted throughout the State and aroused considerable discussion, particularly amongst newer members.

### VICTORIA

The Victorian Branch is now directly represented on the Free Library Service Board as a result of amending legislation recently passed. Miss M. Ramsay, M.A., Librarian at the Ballarat Public Libraries, and Mr. H. Alexander, Town Clerk of the City of South Melbourne, are the Branch's representatives.

\* \* \* \*

Heidelberg City Council has plans well advanced for the establishment of a book-mobile service to supplement the existing

facilities at the Main Library located in Ivanhoe. The Heidelberg branch is also being re-equipped and will be opened shortly.

\* \* \* \*

An author index of the first ten issues of the Free Library Service Board's book list will shortly be issued.

\* \* \* \*

Mr. Ian Melville Kelly, B.A., Dip.Ed., was appointed Field Officer to the Free Library Service Board in April.

\* \* \* \*

Mr. C. A. Housden, Library Service Officer, Education Department, has prepared and issued a report on library facilities in Departmental schools. *Inter alia*, it reveals that 208 schools have established Central libraries and that over £40,000 was spent on books for the Departmental schools during 1951-52.

\* \* \* \*

The Coburg City Library (Librarian Mr. H. A. Gregory) will be opened by Sir John Latham on Saturday, July 11.

\* \* \* \*

*Library Week.*—A committee representing the Victorian Branch of the Library Association of Australia, C.W.A., State Film Centre, Booksellers' Association and kindred bodies has been formed to organize the observance of Library Week throughout Victoria from October 12 to 19. The Organizer is Mr. A. E. McMicken of the Library Association of Victoria.

\* \* \* \*

*United States Information Library.*—Miss Thelma Passo returned to the United States early in June after 18 months'

service in this State. During her stay in Melbourne she endeared herself to librarians in the various fields. Her departure is regretted by her many Victorian friends. Miss Margaret Kennelly leaves shortly for the United States to take up a library post with the Lehigh University, Bethlehem, Pennsylvania.

\* \* \* \*

Miss Margery Ramsay, Librarian of the Ballarat Public Libraries, gave a most interesting talk on her experiences in U.S.A., at the quarterly meeting of the branch on April 27.

### WESTERN AUSTRALIA

The arrival in March of Mr. F. A. Sharr to take up duty as Executive Officer and Secretary of the Library Board brought one step nearer the realization of a comprehensive library organization in this State. Since he came, Mr. Sharr has been busy making exploratory visits to the country and the suburbs and formulating with the Board a general statement of policy. Mr. Sharr's time has been in constant demand by interested groups and his programme of addresses has been a full one. He reports that the idea of library development has been received with enthusiasm and that the general proposal for a co-ordinated library service throughout the State has been appreciated as a great advance upon existing conditions.

On April 23 Mr. Sharr met members of the Branch and gave them an informal talk about the operation of the county library system in England, which was followed by interested discussion.

### Library Representation in London

An officer of the New South Wales State Library is now attached to the office of the State's Agent General in London, with the primary duty of selecting and ordering books in advance of selection and order from Sydney. She will also assist in research work for copying projects, and

undertake research of a bibliographical character for Government agencies. The present officer is Miss Wilma Radford. Experimentally, she is selecting and ordering from B.N.B. as it comes off the press, and sending out a marked copy, and will also use publishers' advance notices.

## Special Libraries

### A SPECIAL SECTION

#### NEW LAMPS FOR OLD

Experimentally, eight pages of the *Journal* are to be devoted to the practical and theoretical problems of special libraries. Articles and news items will be printed, giving the latest views on special library work in Australia.

If you have any news or views, please send them to the Section's subeditor, Joan Tighe, Librarian, Public Health Department, 52 Bridge Street, Sydney.

\* \* \* \*

*The N.S.W.'s Special Library Leaflet* has died. *The Leaflet* was born in July, 1944, when Marjorie Barnard began the series, which gave so much helpful advice to special librarians in N.S.W.

Now that we have our own space in the *Journal* the account can be closed: No. 1, July, 1944, to No. 47, August, 1952, irreg. CEASED PUBLICATION.

A recent publication of the Library of the University of Tasmania is of interest. This is the *Union List of Periodicals on Library Science and Bibliography Held in the Major Libraries of Australia*, which has been compiled by the University's Deputy Librarian, Mr. D. H. Borchardt.

Holdings of A.S.L.I.B. and Special Libraries Association (U.S.) periodical publications are included among the 26 mimeographed pages that make up the list, and we predict that it will be a valuable tool for special librarians as well as their colleagues in other areas.

\* \* \* \*

*A personal note to those employed in special libraries!*

Is the company or institution which employs you a corporate member of our Association? If not, will you please make it your personal responsibility to bring the matter before the appropriate person in your organization? You know what the Association is doing, what its aims are, and can promote its welfare more successfully than any written word.

#### HISTORIC FIRSTS

On May 19, 1953, the first properly constituted meeting of an elected federal Special Libraries Section Committee with interstate representation took place in Sydney. A brief review of Branch Section activities throughout Australia was followed by intensive discussion on matters of fundamental concern to the Section: namely proposed Section Constitution amendments to facilitate integration of Branch Sections with the federal body and financial requirements for effective development of Section policy.

To the practising special librarian immersed in the avalanche of literature that pours from the presses of the world, these topics may seem a little unreal, a little remote from the stress and strain of the working day with all its attendant problems. But the clauses of a formal constitution are the very bones of the Section and finance its life blood—with these vital components to give it strength and vigour the Section can go forward well equipped and confident to carry out the aims set for it.

To bring together special librarians and all those interested in the role that special libraries play in the complex world of today for mutual stimulus and cross fertilization of ideas and for cooperative effort; to maintain lines of communication so that information of value is quickly focussed on problems of special library development; to work without ceasing for the establishment of the very highest professional standards—these are not easy tasks! The Committee's first care must then be to ensure that the Section is firmly based and strong, for in this way only may the challenge be met and success certain.

#### A.C.T.

Canberra special librarians have been holding informal talks on the many difficulties common to libraries in the A.C.T.

Their main problems are understaffing of most libraries, lack of continuity in professional methods, and insufficient space. There is also dissatisfaction with the Commonwealth Public Service Board's attitude to the status and salaries of librarians in the government service. They wonder whether this has anything to do with the high rate of turnover in librarians in the Territory.

On the credit side, the Canberra members are more satisfied with the free inter-library co-operation which exists, particularly as it reveals the wide coverage of material held in the various libraries in the Territory.

A co-operative list is being compiled of library science text-books, which will be of great assistance to A.C.T. examination candidates.

The A.C.T.'s Section representative, Nona Miller, is resigning from the committee. She is leaving for the United States, having received a Fellowship to study librarianship in the University of Chicago.

### N.S.W.

The N.S.W. special librarians had a rare opportunity in May of inspecting one of the largest printing and publishing houses in Australia, the N.S.W. Government Printing Office. Unfortunately, more librarians than could be accommodated applied to join the groups, but over sixty were able to attend on three afternoons.

The Printing Office staff were eager to demonstrate all processes, the linotype and monotype machines, the huge printing presses, folding and stapling equipment.

Mr. Pettifer, the Government Printer, has offered to organize a second visit to the Branch concerned specifically with lithographic and blocksetting processes. Announcements of this visit will be sent to members as soon as arrangements have been completed.

On August 18, special librarians will be able to go behind the scenes at the Public Library of N.S.W., with a tour conducted by heads of such Departments as Cataloguing, Research and Reading Room. The Shakespeare Tercentenary Memorial

Library and the Mitchell and Dixon Galleries will also be inspected. Those who wish to know more about the workings of this leading library should arrive promptly at 7.30 p.m. on the night, ready to look, listen and learn.

Probably the highlight of the Branch's programme for the year will be the talk by Dr. Noble of the C.S.I.R.O. in November. Dr. Noble, who is coming from Melbourne specially for the address, will talk on "The preparation and editing of technical papers". This should be marked as a red letter night in your appointments book, as soon as the precise date is announced. All persons in your organization who have ever published or are likely to publish a technical paper should be told of the meeting and it is your responsibility to see that they attend.

### Book Selection Pitfalls

A certain Sydney Librarian, eager to serve her specialist staff of food and diet experts, ordered for her library a book called "Sandwich Construction", from a list which said that it was an excellent book, giving clear and admirable detail.

Confusion was confounded when the purchase arrived, for it gave with clear and admirable detail, direction to engineers for the construction of aircraft on the sandwich principle.

### Paper Mills Librarian Returns

Miss Jean M. Murray, librarian of the Australian Paper Manufacturers Ltd., Sydney, has recently returned to Sydney after a European tour. Her main purpose was recreation, but as she says, "I did work quite a lot of the time, to keep the wolf from the door" and most of these times were jobs connected with libraries.

She warns special librarians with yearnings for overseas travel, that the industrial employer is not eager to take tourists onto his staff. Miss Murray was interviewed for a position as librarian with a magazine publishing agency. She was given the job only on the understanding that she would stay at least two years. As it turned out, Miss Murray found the library methods used so unorthodox and the little reference



work done, so elementary, that she left at the end of the week.

This library had been suggested to Miss Murray by A.S.L.I.B. A second position was found for her by the Library Association which lasted for nine months. This was with one of the large petroleum companies in London and her work consisted of putting a large pamphlet collection in order and preparing a catalogue for 1,000 or so books.

She was also able to see a few company libraries in London and Edinburgh. While admitting that her sampling of British special libraries was small, Miss Murray feels that the number of untrained personnel in these libraries is high and from those she saw, there is little for Australian special librarians to learn.

The Library Association Library, however, was most helpful and Miss Murray was able to borrow many library reference books, whenever she needed them.

These experiences were but passing phases in Miss Murray's grand tour and her time was mainly occupied with trips through Italian Lakes, Norwegian Fjords and along the coastline of Mediterranean Spain.

### VICTORIA

At a meeting of the Special Libraries Section, Victorian Branch Committee, Miss B. Doubleday suggested that a worthwhile activity would be the preparation and distribution of abstracts of published material having direct bearing upon work in Special Libraries. A "Newsletter" type of publication is envisaged in the first stages. Ways of implementing this proposal are now being considered.

#### *The Melbourne Medical Group*

An attempt is now in progress to co-ordinate Melbourne medical libraries into a regional system. The plan grew out of the work of an informal group of medical librarians which has been active since 1950 in exchange work, union listing and inter-library lending. The group achieved considerable practical success, but began to feel the need for formal recognition and support at the policy level.

Early in 1953, the group secured the support of the University for a formal approach to institutions concerned with provision of medical library service. On May 7, 1953, a meeting under the chairmanship of the Acting-Dean of the Faculty of Medicine (Professor E. S. J. King) approved in principle the formation of a Central Medical Library Committee, and appointed a sub-committee to report on scope and form of the proposed body. The recommendations of the sub-committee have now been circulated, and will be considered at a second meeting on June 16.

The recommendations include requirements of a properly-organized library, provision of training for librarians, financial support for a trial period, and formal recognition of the Medical Librarians' Group as the means of carrying out a series of practical proposals. The main proposals are consolidation of back files of periodicals, and development of a central exchange, union list, external loan service and inter-library porter service.

The Group as such has no formal place in the Library Association. Its members belong as individuals to the Victorian Branch of the Special Libraries Section. It seems that there is scope for the Section to develop the "working group" idea to provide an outlet for the enthusiasm and sense of identity of librarians in this restricted subject-field, without undue splintering of the Association's forces in a multitude of "special interest" groups.

### "NEITHER A BORROWER NOR A LENDER BE"

By JOAN TIGHE, B.A.,

*N.S.W. Public Health Department.*

Shakespeare, no doubt, had good grounds for Polonius, that wise old fool, speaking thus to his son. The advice was worth giving and worth having, and should be strictly followed, except by financiers and librarians. For in both these cases, their bread and butter depend upon the borrowing and lending proclivities of mankind.

The very philosophy of librarianship is that a reader should be encouraged to borrow books and return them, no matter

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whether he takes them away with him, or sits beneath the librarian's watchful eye and reads them on the premises. This presents no great difficulties.

A special problem in borrowing arises with inter-library loans and it is about these that there is still some ethical argument. In the special library field inter-library loans play a major part and special librarians should be working out for themselves their attitudes and future policies.

The foundation of inter-library loans is of course the Golden Rule, doing unto others as you would be done by, etc. But so much of the Golden Rule is one-sided. There are many cases of prominent special libraries doing all the lending and rarely requiring the balancing reciprocation.

In most cases a special library has an exceedingly limited income. It cannot afford to buy every book and journal, which are unquestionably on its topic, let alone the borderline publications. More often than not in making up a purchasing requisition, more books are omitted than included, because the librarian knows that "the — Library has these. We'll borrow from them". It is taken for granted that the — Library will continue to be willing to share its stock in this generous manner.

A special library not only has a specific topic as the theme of its collection; it is intended to serve a select group of readers. They may be members of the public, although such special libraries are not common in Australia. Special library readers are usually members of a government department, of an institute, an association or a private firm. Since the government departments and in some cases institutions, have their funds from public sources more claims may be made on them than on private organizations for the loan of material.

The problem, however, is very difficult with associations and private firms. In simple terms, one mostly joins an association to receive benefits, which people who are not members, do not receive. If one of the benefits is a library service, then the payment of one's membership fees seems rather wasteful, when non-members can also use the library at will. No one could

quibble with an association, therefore, which turned away from its library doors, any stray person who strolled up wanting to use its books.

One can imagine the dilemma of the association librarian, who has been weaned on the moral duties of inter-library loan, trying to make a decision on whether a book should be given on loan to a requesting library. Why should she hesitate? How does she know that one of her members will not require the book as soon as it has left the premises? (She might find herself pretending another member already has it, to keep the peace.) For quite often, the reader who has been turned from her door, has made straight to another library, which sets about borrowing the book for him.

In certain professional associations, such as medical associations, their libraries, if thrown open, would attract readers like honeypot flies. Public reference libraries, naturally, avoid medical specialist journals and texts. Quite often the only location of such publications in a community, is in the library of the professional association. Medical practitioners certainly do not want their patients and potential patients indulging in hypochondriac sessions at the practitioners' expense in the association library. But there are reputable persons, chemists, physicists, medical auxiliaries, etc., who could only be using their references in a reputable manner. Should the association admit them? What credentials should they submit? Why should they have to seek out some other library and the second librarian be the mediator of their intentions?

With private firms, the ethical difficulties of lending can be very great. When one private library borrows from another, how does the librarian know she is not putting into the hands of a rival organization information which is going to help them set up in competition, and for no charge at all?

Why should we have to have inter-library loan? If a special library does not have a particular publication, but knows where it can be found, why can't its readers be persuaded to go to the location and read the article there? Probably the greatest amount

of lending done within the library network in each capital city revolves around the main public reference libraries. These libraries are supposed to have their holdings always available to the public and in theory should be able to produce any publication appearing in their catalogues, as soon as asked for, unless it is being processed, repaired or being read by a visible reader in the reading room. That reference libraries will lend books to persons unable to come to the building, such as country borrowers, hospital and housebound patients, seems desirable. But should they let some special librarian make off with the book, because Dr. — or Mr. — will not leave his office or laboratory bench to travel to the public library? Why should these people have advantages over a person who has no librarian to use her influence?

Should not the special librarian be a person who is skilled in the location of references, but not an overseer of a messengerial service or even the heavily-burdened messenger herself. We all know how busy our readers are; they tell us so themselves. Yet surely the gauge of their needs, is their willingness to go and inspect the book themselves. In their desire to progress the information of this nation, special librarians have a tendency to pamper their readers. They should seriously consider whether they have spared him to the point of spoiling him.

These problems can be sifted down to the simple questions:

- (1) Should you lend a book your own members may need?
- (2) Should you lend a book to a rival organization?
- (3) Should you borrow when the reader can go himself?
- (4) Should you only purchase what you can't borrow?
- (5) Or, should you press on, regardless, as you've been doing to date, possibly annoying polite librarians, but pleasing difficult customers?

The logical answer is photocopying. If you can't lend the journal, then you can offer a photoprint. Indiscriminate borrowing is checked by the cost of the print.

Your book remains available to your own clients, your rivals at least have to pay to get the information to compete with you and the unwilling traveller can stay in the warmth of his office.

There is still a financial problem, of course. Not many small libraries have yet been able to convince their accountant, that they need a copying machine, as much as he needs an adding machine. Again careful budgeteers will worry about the costs of buying daily photoprints. We must be strong-minded in marshalling our arguments, and financial rebuffs should only spur us on.

Only when such arrangements are made, have Australian special librarians any right to begin practising their version of the "Farmington Plan", and go in for co-operative selection and acquisition. They should certainly ponder on the ethics of their current tendencies (financially precipitated, of course) in dividing up in secret, who should buy what, and awarding themselves the lamb's share.

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### STREAM-LINING INTER-LIBRARY REFERENCE WORK: A PLEA FOR STANDARDIZATION

By ELLINOR ARCHER, M.Sc.,  
C.S.I.R.O.

Co-operation between Australian libraries, particularly in the special library field, is fast approaching a high level. The earnest enquirer after the abstruse journal article, the Government report or the research pamphlet, is no longer obliged to abandon his search when the publication is not filed in his accustomed library. If it is not, and the librarian is convinced that the enquiry is a serious one, he will get busy contacting his confreres in other libraries in an effort to locate its whereabouts. If it is a scientific periodical reference, the librarian will hopefully consult the Union Catalogue of Scientific Periodicals in Australian Libraries and by this means may or may not locate it without trouble. If it is not in this category, however, the task may be a more difficult



one, but he can still go to work by telephone or by correspondence with the library he thinks most likely to be useful. Whether the reference is easy or difficult of access, it will mean the keeping of certain records both by the borrowing and the lending library and it seems possible that, by the adoption of standard forms to be used for loan and request, the work involved could be much reduced.

In the Commonwealth Scientific and Industrial Research Organization's library system, we have some 25 libraries. We have in Head Office a union catalogue of the holdings of these libraries and, in addition, in various centres smaller union catalogues are maintained, covering libraries with similar interests. Inter-library borrowing is, of course, greatly facilitated by these union catalogues and the amount of interchange of all types of material is considerable. Not so long ago the following records were prepared for each transaction:

- (1) The borrowing library made its entry on a 5" x 3" card giving full particulars of the reference and noting on the card the name of the individual requiring it. These cards were filed alphabetically under the author.
- (2) The borrowing library either wrote a letter or filled in a standard form, again of course giving full particulars, and forwarded this to the library from which it was hoped to borrow.
- (3) The lending library prepared a loan entry on a 5" x 3" card giving full particulars and details of to whom it was being lent and filed this in their loan record drawer.
- (4) The lending library prepared a despatch form with abbreviated details, which was posted to the borrowing library stating that the publication required was being sent, under separate cover, and could be expected to arrive shortly.
- (5) The borrowing library when returning the publication again prepared a despatch form which conveyed thanks for the courtesy

of the loan and also served to inform the lending library that the publication was on its way back.

To some, these last two processes may appear to have been unnecessary but we have found by experience that our losses, through misadventure in transit, have been greatly reduced since they have been used. The receipt of these forms enables the library to whom the publication has been sent to check if it has in fact arrived and, if not, make suitable enquiries before it is irretrievably lost.

The main details on all of these separate records were practically the same and it seems wasteful that they have to be typed at least four, if not five, times. We accordingly devised what we now call our Loan/Request Forms. They consist of forms printed on heavy litho or white ledger paper, which is suitable for vertical filing, each form being 5" x 3" in size. They are supplied in sheets with 16 forms to a sheet, 4 down, 4 across, with perforations separating each copy. Four copies of the required particulars can be typed at the one time. We thus have forms A, B, C, D ready for use. A is retained by the borrowing library as its record of request. B, C and D are sent to the library from which it is hoped to borrow. This library checks the publication and finds that it is available for loan. It then stamps copies B, C and D with the date of despatch. This library retains B and C and uses them as its loan record, B being filed alphabetically under the reference, and C, either alphabetically under the name of the borrower or under the date due for return, whichever system is preferred by the individual library. The remaining copy D is returned to the requesting library as the notification of despatch. There it can be matched with form A which has been retained there. When the publication is finished with, D has a second date of despatch entered on it and it is again sent to the owning library as the notification that the publication has been returned and is to be looked for in the post. In the event of the original library forwarding copies of B, C and D to a library which does not contain the publication, this second

library can forward C and D to a further library which it thinks can possibly supply and can return copy B to the requesting library with a note on it showing the action taken. In this case, of course, the supplying library will have to make out one loan record card for itself.

The system is simple to operate, both borrowing and owning libraries are presented with records which they can easily file and easily consult. The records are all uniform in size and can therefore be filed

under the one system. This is a great improvement on the correspondence which one at present receives on various sizes of notepaper, etc., from other libraries.

The copy of the form reproduced here has, of course, been specially designed for C.S.I.R.O. work, hence there is included on it an entry which is used to signify if the publication is required on loan or for retention and as to whether the search for it is to be pursued overseas or not.

REQUEST: <i>SPECIAL LIBRARIES</i> <i>43:24-6, Jan. 1952.</i>		TO: <i>C.S.I.R.O.</i> <i>Head Office Library</i>	
<i>Ware.—Methods and materials for the special library.</i>			
DATE Reqd. <i>30.6.53</i>	Issd.	Retd.	Call No.
Source of reference: <i>April 1952 p349</i>		<i>Industrial Arts Index</i>	
		Loan/Retention Refer O/seas No	
REQUESTED BY: <i>Library, Div. of Industrial Invest.</i>		REMARKS: <i>Own copy at binders.</i>	
Signed: <i>J. Jones.</i>			

The adoption of a standard form, in addition to simplifying the actual task of recording requests, would surely help to remind librarians that the quickest way to get references is to give *all* the available information from the beginning. What librarian faced with a Loan/Request Form with carefully marked spaces for each component part of a reference would have the temerity to despatch it to a prospective lender with many of the essentials required for identification left out! It is common practice with many libraries to omit author or title or both. This can so easily result in a large volume which is quite useless being sent backwards and forwards through the post. For example, we were recently

asked by a library in New South Wales for:

Brunt—Quarterly Journal of the Royal Meteorological Society, 58: 39; 1932.

The reference looked innocent enough and, not having the Journal ourselves, we sent to another library in Melbourne for V.58, only to find that there was no article by Brunt on page 39, although several articles by him were in this volume on other pages. We then had the choice of checking back on the requesting library or asking the library from which we had borrowed V.58 to go through the whole of their set and find out if there was any volume with an article by Brunt on page 39. All of this, of course,

would have been saved if the requesting library had only remembered to give some hint of the subject matter of the article.

There is another aspect of the matter to be considered in that the omission of some necessary part of the reference makes it impossible for the issuing library, if it desires to do so, to make a copy of the required article rather than send the whole volume. It also prevents the use of a reprint, which in a research library might easily be available. Equally, it makes it quite impossible when the important details of author and subject are left out to check a reference about which there is any doubt in the appropriate abstracting journals, such as Chemical Abstracts, Biological Abstracts, and so on. Much time can be saved in this check if, in addition to full details of the reference, the actual source of the reference is also given, enabling one to go straight to this rather than having to check through all the likely Abstracts.

Would it not be a good idea for librarians to adopt a standard practice in inter-library

reference work using a printed form on which it is very obvious that full particulars are to be filled in. The time at present spent in individual correspondence could be saved and put into a more complete checking of the reference. Furthermore, if the form was kept to the size of 5" x 3" for individual references, such libraries as wished to do so could use the form for their loan record. Although the forms would be of a more or less uniform design, it would be possible to have such variations on them as would suit the needs of individual libraries. An objection which would probably be raised to the suggestion that the forms be in the size of 5" x 3" is that they can rather easily be mislaid when posted in envelopes much too large for them. We have overcome this difficulty by having special envelopes to contain the forms. These have printed on them "Library Cards Only" and they can be used again and again as they are placed within normal sized envelopes for posting. We would be pleased to supply samples of our forms and envelopes to anyone interested.

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#### **Western Australian Branch**

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## **Notices and News**

### **Commonwealth National Library**

*Union Catalogue of Periodicals in the Social Sciences and Humanities*

The usefulness of Pitt's *Catalogue of Scientific and Technical Periodicals in the Libraries of Australia*, the second edition of which was issued in December, 1951, should cause librarians throughout Australia to welcome the appearance of its counterpart in the Social Sciences and Humanities, compiled by the Commonwealth National Library. This union catalogue of approximately 15,000 titles, begun in 1944 with the aid of a research grant from the Commonwealth Department of Post-War Reconstruction to the Canberra University College, has been available at Canberra for use by libraries in the states for some time. Before the cost and difficulty of printing it had been overcome members of the staff suggested an alternative method of reproducing the entries which seemed to have special advantages and which was finally adopted. Using a Multilith machine, the

master catalogue is being reproduced on cards which can be replaced as new and amended entries are received. It will therefore be possible to keep constantly up to date the sets of cards which are being lodged in the State libraries, all of which have agreed to co-operate as substantial partners by acting as union catalogue centres for their respective states. They have undertaken to file cards promptly as received and to answer inquiries, including those by telephone. It was felt that the pressure of inquiry would justify an additional set in each University Library, to be used as a University tool, and this has been arranged.

The catalogue is a record of the main holdings in libraries as at 1946 when most entries were sent in. However, later holdings have been entered when available.

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**SETTLERS AND CONVICTS**, by an Emigrant Mechanic. Recollections of sixteen years' labour in the Australian backwoods. This is not a mere web of random reminiscences, but a picture of what the country looked like to ordinary people of those days (1825-1841), of how they adapted themselves to it, both free men and old-time lags, and gradually built up ways of life. Illustrated. 18/6 (post 1/3).

**GOVERNOR GEORGE ARTHUR**, by M. C. I. Levy. A judicious weighing up of the actual facts of a valuable and faithful servant of the Crown despite the traditional acceptance to the contrary. Illustrated. £2/10/- (post 1/6).

**HOW TO DO THE FLOWERS**, by Constance Spry. An inexpensive book of flower arrangement which will delight all discerning people, both professional and amateur. There are 25 colour plates and 24 other reproductions. Mrs. Spry was adviser on flower arrangements for the Coronation. 12/6 (post 9d.).

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On the other hand some quite important libraries, such as the Public Library of Western Australia and the Parliamentary Library of South Australia, for good reasons, have not yet been able to send in their entries, while the National Library itself had to choose between delaying the compilation and distribution of the catalogue and completing its own entries, which have increased from 3000 to approximately 10,000 since the project began. These deficiencies will be made good, as new and amended cards are prepared from the entries which it is hoped all libraries will send in, as opportunity offers, to supplement their last returns. When librarians feel that it would help, we could return original entries for which we will have no further use after they have been reproduced by Multilith.

It is a pleasure to record that, from the commencement, the greatest co-operation has been received from the 72 libraries, great and small, in all States, without which the work could not have been undertaken. It also owes much to the pioneering work in the field of union cataloguing, in Australia of E. R. Pitt, Ellinor Archer and her colleagues, and overseas of Winifred Gregory and many others. Finally, while many National Library officers, as well as those of contributing libraries, have assisted in its compilation, it is largely the work of Marjorie Harry, B.A., who has provided the following rules for the guidance of Australian users whom she asks me to wish "good hunting".

The catalogue is designed as a companion volume to the Pitt Catalogue and, in general, follows the same procedure for form of entry, library symbols and the like. However, because the titles differ from those in Pitt, but for the most part are included in Gregory's *Union List of Serials*, it was found convenient to follow the layout of Gregory, particularly as the second edition of Pitt was not available when the cards were originally prepared. Users of Gregory's list should have no difficulty in following the method of entry, e.g.

ACTION (National emergency services)  
Sydney. v. 1-3 no. 7

(Ap 1942-Apr/May 1944)//

ANL

NPL

NTechC

means that the periodical *Action* was issued by National Emergency Services, and published at Sydney. It ceased publication with vol. 3 no. 7, April/May 1944, and complete sets are held by National Library, Canberra, Public Library of New South Wales, and Teachers' College, Sydney.

ADVANCED management (Society for the advancement of management) N.Y.

1 (Ja 1936)+

ANL 1+

NPL 1+

NTechC [8+]

means that the periodical *Advanced management* is issued by Society for the Advancement of Management, and published at New York. It commenced publication in January 1936, and is still current. National Library, Canberra, and Public Library of New South Wales, Sydney, have sets commencing with vol. 1, and Technical College, Sydney, has an imperfect set commencing with vol. 8.

#### Law Reports

As we know of no complete guides for the arrangement of law reports, there has been some difficulty in establishing form of entry, and for this reason not all titles have been listed. Those with a distinctive title, e.g. *All England law reports*, *Law journal reports*, are entered under title, while all others are entered under country, with the form heading Law reports, digests, etc. Reports covering all courts precede those of individual courts.

#### Scope

In general, all serials not listed in Pitt have been included. A few will appear in both catalogues, either because holdings shown for this catalogue are for libraries not co-operating in Pitt, or because at the time of compilation it was not known whether they would be included.

Newspapers have been omitted and school magazines, church magazines, journals of sporting bodies, social clubs, etc., have been included only if of Commonwealth or State-wide application.

#### *Co-operating Libraries*

As entries were collected from the co-operating libraries chiefly during 1945 and 1946, many changes in holdings and in the libraries themselves have taken place, and there will therefore be many inaccuracies. It is hoped that some of these will be revealed by the distribution of cards, and corrected by amended entries.

A few special libraries have restricted lending, either to their members, or to material not available elsewhere.

#### *New and Amended Entries*

To facilitate the filing of cards and the insertion of new and amended entries, all

cards are numbered in sequence. A few additional entries have already been inserted, and these bear the number of the previous entry with the letter A added. This may create difficulties if many insertions must be made between any two numbers, e.g. an insertion between cards 249A and 249B would need to be 249AA. A decimal notation might be more easily followed, but might be confused with classification numbers. Amended entries will bear the number of the original entry, with the letter A below, with A2, A3, etc., for subsequent amendments.

#### *Symbols*

The symbols, including those for co-operating libraries, are those used in Pitt and Gregory.

H. L. WHITE, Librarian.

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### **Examinations and Schools**

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#### *Entrance Requirements*

At present the General Council and the Board of Examination approves under Regulation 1 of the Board of Examination of persons with a High School leaving or Senior Public examination certificate being admitted to the Association's examinations even though they are not qualified for matriculation at an Australian university, as the Regulation generally requires. On and after January 1, 1955, employment in an approved library at that date as well as an approved secondary school leaving certificate will be required of candidates who are not qualified for matriculation. This means that persons taken into library employment after December 31, 1954, will only be admitted to the Association's examinations if they are qualified for matriculation at an Australian University. No exceptions are at present contemplated but consideration will be given to special cases, as the Regulation allows.

#### *Syllabus Changes*

The Syllabus for the Qualifying Examination has had nine subjects and nine

papers, and passes in six papers are required for a pass in the Examination. The first two subjects and papers have been Q1, Cataloguing excluding classification and subject headings and Q2, Classification and subject headings. Each of these papers has been one of four hours instead of three, each has had a theoretical and practical part, and each has been compulsory.

In and after 1954 there will be a three-hour paper on each subject, but without the practical part, and an additional three-hour practical paper on Cataloguing, Classification and Subject headings, and all three will be compulsory.

From the candidates' point of view, there may be some disadvantage in this change; on the other hand they will do three papers on two subjects already compulsory instead of two, and therefore will be able to make more examination use of the two compulsory subjects, and will have to cover only three of the other seven subjects instead of four. And whilst the theoretical test in the two subjects will be two hours and four questions longer, there will be a wider choice of questions, six out of nine in each

paper instead of four out of six; and the practical test will be an hour shorter, three hours instead of four. There will also be at least an evening's break between the theoretical and practical test.

In addition, instead of a knowledge of the 14th edition of D.C. in all respects being required, only a knowledge of the Introduction to this edition will be required for the Classification "theory" paper, with a knowledge of the much shorter Introduction, Tables and Index of the 15th or Standard edition. And either of these editions or U.D.C. may be used in practical classification.

Otherwise the syllabus for new Q1 will correspond to old Q1 part 1, for new Q2 to old Q2 part 1, and for new Q3 to old Q1

part 2 and old Q2 part 2. And present Q3-9 will be renumbered Q4-10.

There are no changes in the Syllabus for the Preliminary Examination in which questions on classification may be answered from a study of any but the first two or three editions of D.C., and for which no particular edition has been prescribed.

#### 1953 Examinations

Two hundred and eighty-eight candidates sat for the Preliminary, 175 for the Qualifying, 99 for two papers, 32 for three, 34 for four and 10 for six, and one for the Diploma. The Board expects to publish the results of the Preliminary and the Qualifying in the October issue of the *Journal*, and they may be made available to candidates sometime earlier.

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### Borchardt's Union List

Notice is given in this issue of the Commonwealth National Library's catalogue of periodicals complementing the C.S.I.R.O. Catalogue of scientific periodicals in Australian libraries, and in addition we now have a Union list of periodicals in library science and bibliography held in the major libraries of Australia, compiled by D. H. Borchardt, M.A., Dip. N.Z. Lib. School, Deputy Librarian, University of Tasmania, Hobart, University of Tasmania, 1953.

How much more truly original can a compilation be than some of the works which are called original. Mr. Borchardt is to be congratulated on his initiative and his labours, which show in the result that Australia is far better off in the literature of librarianship and bibliography than might be supposed.

It is a common complaint of Australian students that they cannot undertake this research or that because the literature is not in Australia; sometimes this is true, sometimes it is an excuse without foundation, and if the student will fit his research to the material there is usually plenty of it to go on with. A recent check

showed that every important book on subject cataloguing and classification in English and going back a century, was in one Australian library with the exception of Crestadoro's *Art of Cataloguing* of 1856, and through the National Central Library in London a copy of this was borrowed and a photostat copy made.

Borchardt's list will mean that Australian resources can easily be checked for periodicals, and that most of what is required by students here can then be got by inter-library loan and microfilm, photoprint or photostatic copy, without worrying the National Central Library in London.

In librarianship books are at least as important material as periodicals, at least for historical studies. Mr. Borchardt has omitted reports of libraries and library associations, and book lists and reviews, and says these "may form suitable material for another small-scale union list". Books as distinct from serials might be given priority, and those from say 1500 to the present would be material for a union list which could also be a classified bibliography, perhaps acceptable for the Association's Diploma.

## Bliss's Bibliographic Classification

### A LETTER AND A COMMENT

Dear Sir: As librarians who have used the "Bibliographic classification" of H. E. Bliss in the organization, of the libraries in our charge, we believe, with many others, that it is a tremendous achievement and marks the beginning of a new approach to classification.

We have compiled the appended list of libraries known to be using the classification; some of them have modified it more or less drastically to suit their own needs, and probably all have made some changes.

It has occurred to us that the time is now ripe for an attempt to form some link between these libraries and others (news of whom will be welcome) using B.C. This might take the form of an occasional bulletin, in which modifications or expansions, worked out with much trouble in one library, might be made available to others; libraries with similar problems could be put in touch with each other, and relevant news circulated.

Mr. H. E. Bliss, and the H. W. Wilson Co. (publishers of the classification), have welcomed our idea, and the H. W. Wilson Co. has expressed its willingness to issue an occasional bulletin of news "provided that at least twenty or thirty librarians were willing to purchase such . . . [bulletins] at the costs of production . . . in as inexpensive a form as possible".

We are willing to act as a temporary clearing house in order that librarians using or interested in B.C. may express their views on the desirability of some sort of link, and/or the best methods of achieving it.

We are, Sir, yours faithfully,

D. J. CAMPBELL, Librarian,  
Institute of Cancer Research:  
Royal Cancer Hospital, London, S.W.3  
[to whom all correspondence is to be addressed]

C. B. FREEMAN, Librarian,  
Institute of Education,  
University College of Hull.

### LIBRARIES USING THE BLISS CLASSIFICATION, COMPLETE OR IN PART

#### United Kingdom

Ministry of Health.  
Central Office of Information. Social Survey Division.  
Queen's University, Belfast.  
University of Birmingham. Institute of Education.  
University of Cambridge. Balfour Library (Dept. of Zoology).  
University of Durham. Institute of Education.  
University of London. (An open-access library for students is classified by Bliss.)  
—— Royal Holloway College.  
—— Institute of Cancer Research: Royal Cancer Hospital.  
—— Institute of Psychiatry. (Maudsley Hospital).  
University of Sheffield. Institute of Education.  
University College of Hull. Institute of Education.  
University College of Leicester. Institute of Education.  
City of London College.  
Manchester Education Committee Library.  
Reading Institute of Education.  
Royal Air Force College, Cranwell, Lincs.  
Linnean Society, London.  
National Institute of Industrial Psychology, London.  
Royal Anthropological Institute, London.  
Industrial Welfare Society, London.  
British Coal Utilization Research Association, Leatherhead.  
Petrocarbons, Ltd., Oil Refineries, Manchester.  
Bridlington School.  
Lady Eleanor Holles School, Hampton.  
Mount School, York.  
St. Swithans Girls' School, Winchester.



**Australia**

Australian National University, Canberra.

**India**

Tata Memorial Hospital, Bombay.

**New Zealand**

University of Otago.  
Teachers' Training College, Christchurch.  
Ardmore Teachers' Training College, Auckland.  
John McGlashan College.  
Otago Girls' High School.  
Rotarua District Girls' High School.  
Southlands Girls' High School.  
South Otago District High School.

**British Colonies, Protectorates, etc.**

University College of Ibadan, Nigeria.  
Nigerian Regional Library System.  
Gordon Memorial College, Khartoum.

**United States**

College of the City of New York [where the Classification was developed].

**Argentina**

Instituto Nacional de Tecnologia, Buenos Aires.

**Norway**

Radiumhospitalet, Oslo.

**Editorial Comment**

We are glad to publish this letter, but feel that there is another side to it.

In view of the many good reasons there are for at least national cooperation in cataloguing and classification, and of the importance of some standardization, it might be thought that before and not after the adoption of a system was the time for consultation. And lest much be made of the adoption of Bliss for the Australian National University Library, it should be noted that it was not based on any consensus of informed and experienced Australian opinion, general or university. No one thinks now of building without con-

sultation, yet in time classifying and reclassifying costs more than building, and cooperation depends more on consultation about it than about building plans. Caution, if not Bliss's own theory, might have suggested a consultation of opinion before the adoption of a new and unproven classification in a national, central and tax-supported Library.

One swallow, even a big one, does not make a summer, even in Australia. And it should be noted also that in Bliss's own country—America—the most accomplished and experienced country in the world in almost every branch of librarianship and documentation, not one library other than his own has adopted his classification.

Whatever its merits, it is doubtful that the classification of one man, or even of one library, however large, will be the classification of the future. Only its author's determination and Wilson's generous support has got Bliss as much published as he is; even UDC with all its support has not yet completed its Complete English Edition. And the supposed merits of Bliss are at least as much open to question as those of UDC.

Bliss was born in 1870, and his system has a "philosophy" and a jargon of the 19th century, which can be traced to Richardson, who was born in 1860. The philosophically very questionable consensus theory is supposed to justify the order of the classification, in which the more scientific technologies such as the rubber industry are in B-C, which are Physics and Chemistry, and the less scientific in U, next to V, the Fine Arts. This class includes some recreations, but physical sports are with Medicine and Health in H, which is Anthropology.

Its purely literal notation may be accounted for by the claims of the decimal classifications to a copyright over the purely numerical, rather than by Bliss's special pleading in its favour. The fact remains that though DCBA is shorter than 654321 even librarians cannot find it or put it in order as quickly, and whilst embarrassing letter combinations, such as BUG and BULL may be avoided in one language, they can hardly be avoided in several.

Like Ranganathan, Bliss began as a critic of UDC as well as DC and he was particularly critical of document "specification" which he considered uneconomic and outside the scope of bibliography. His classification is not "synthetic" in the same way as UDC and Ranganathan's, but now he offers, for example, JMY G'es PH, 5 for a hygienic survey of private boarding schools for young girls in Scotland.

After less than fifty years, Brown's Subject classification has been found in an Australian library altered almost out of recognition, and of unknown origin to its users. The letter above says that Bliss has already been altered more or less drastically by its users. A few stick to Brown in Great

Britain, UDC has a following, some have adopted Library of Congress, and now, whilst some British librarians are crying to here for Bliss, others are crying to there for Ranganathan.

Whilst we salute Bliss for his persistence over half a century and Wilson for getting him a hearing, we suggest to Australian libraries and librarians that they stick to the decimal classifications, until Bliss is widely accepted in his own country, until there is national and international consultation and consensus of experienced professional opinion on the theory and practice, the ends and the means, of the classification of the future.

### **Free Library Service Board of Victoria**

When the Free Library Service Board of Victoria was first constituted the Australian Institute of Librarians upon seeking representation for its Victorian Branch was only given the consolation that one of the members, whatever he represented, should be a member of the Institute, and the Library Association of Victoria held the field with their representatives.

One of the most important Victorian fruits of the conversion of the Institute into the Library Association of Australia has been the transfer of this representation to its Branch, in the person of Miss M. Ramsey, M.A., of Ballarat Public Libraries who is now Country representative, and Mr. H. Alexander, Town Clerk of the City of South Melbourne who is now City representative.

The Library Association of Victoria is the sole remaining active Branch of the old Australian Library Association which was never able to get all States in and became dormant in 1935, and it is to be hoped that it will now amalgamate itself with the Victorian Branch of the Library Association of Australia which is now firmly and happily established throughout Australia.

### **United States Information Libraries**

Librarians, readers and researchers throughout Australia will greatly regret the great reduction of the services of the United States Information Libraries in Sydney and Melbourne, if not their complete closure. Miss Passo in charge of the Library in Melbourne has already returned to America; Miss Bowers in charge in Sydney is remaining in Australia for the time being and has joined the staff of the Public Library of New South Wales.

These services may have been reduced in Australia and elsewhere for reasons of economy or policy, or both, but the American authorities can be assured of our appreciation of them in the past and of our hope for their restoration in the future. They do much to help an exchange of true culture and valuable ideas between our two countries, and to clear up misunderstandings of the American way of life that arise from other less balanced means of information that will remain readily available.

### **Australian Bibliography**

The Monthly catalogue of new books, with subject headings and class numbers, issued by the Cataloguing Department of the Public Library of New South Wales now has books published in and on Australia in a separate list and in the main catalogue.

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